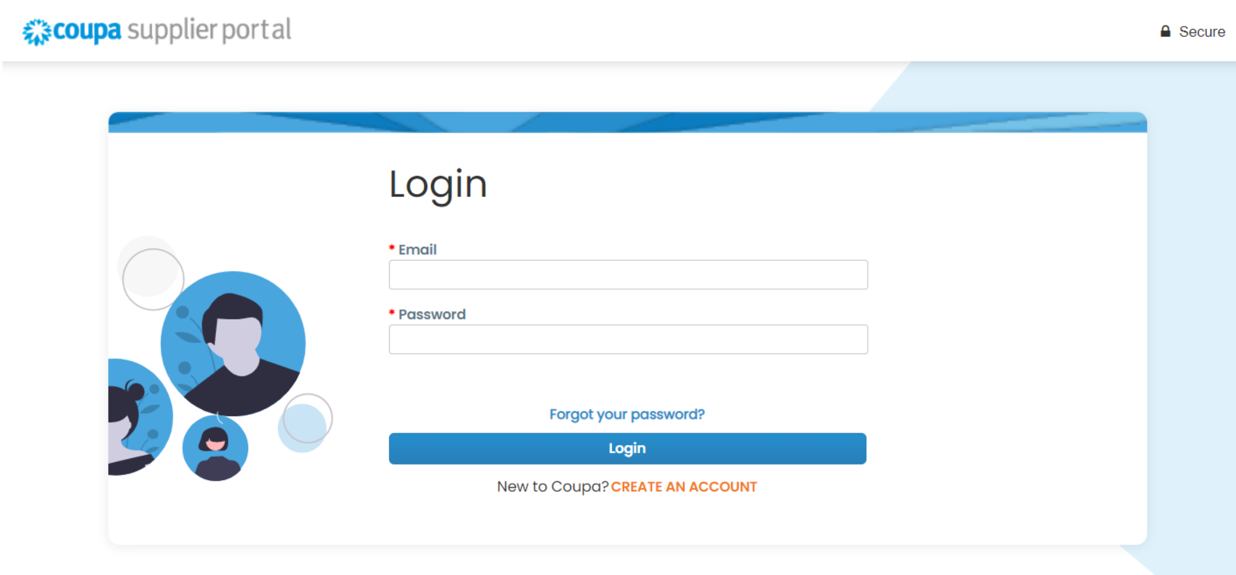
MANAGE PURCHASE ORDERS (POs)

How To Guide

How to Manage the Purchase Orders (POs) in the Coupa Supplier Platform

Each time a PO is created by Organon, the vendor will be able to see it on his Coupa account. Moreover, a notification with the PO will be automatically sent to the vendor's PO e-mail contact stored in our Master Data.

1. Log in to the Coupa Supplier Portal with **Email** and **Password**



2. Select **Orders** then **Select Customer** from the drop-down list. Use the search bar to find a specific PO and click on the PO number

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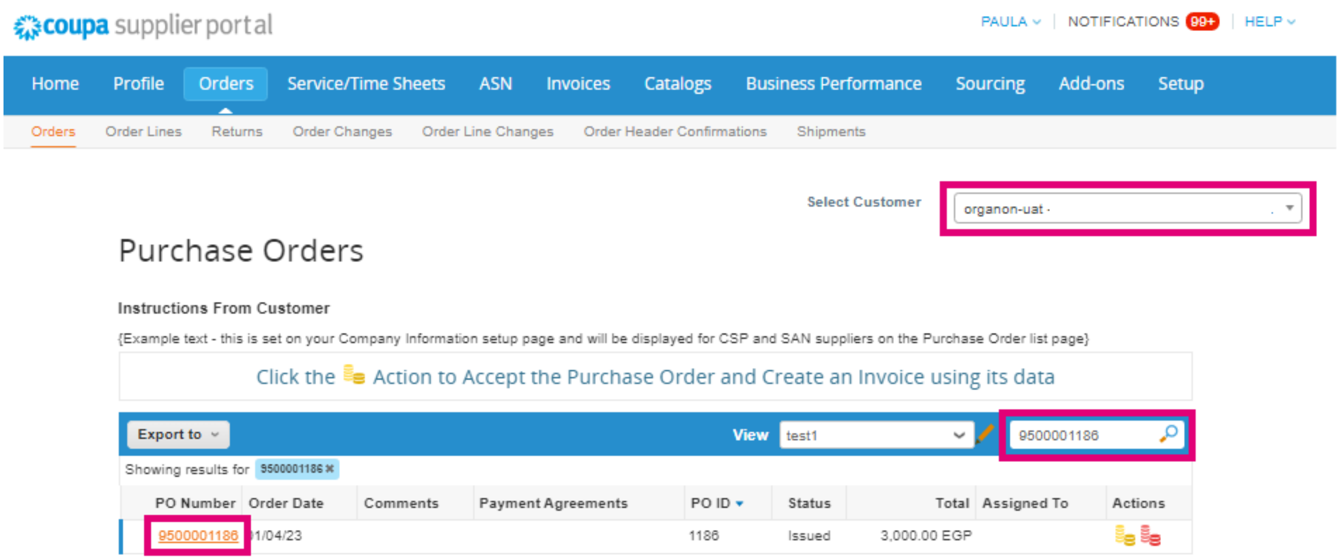
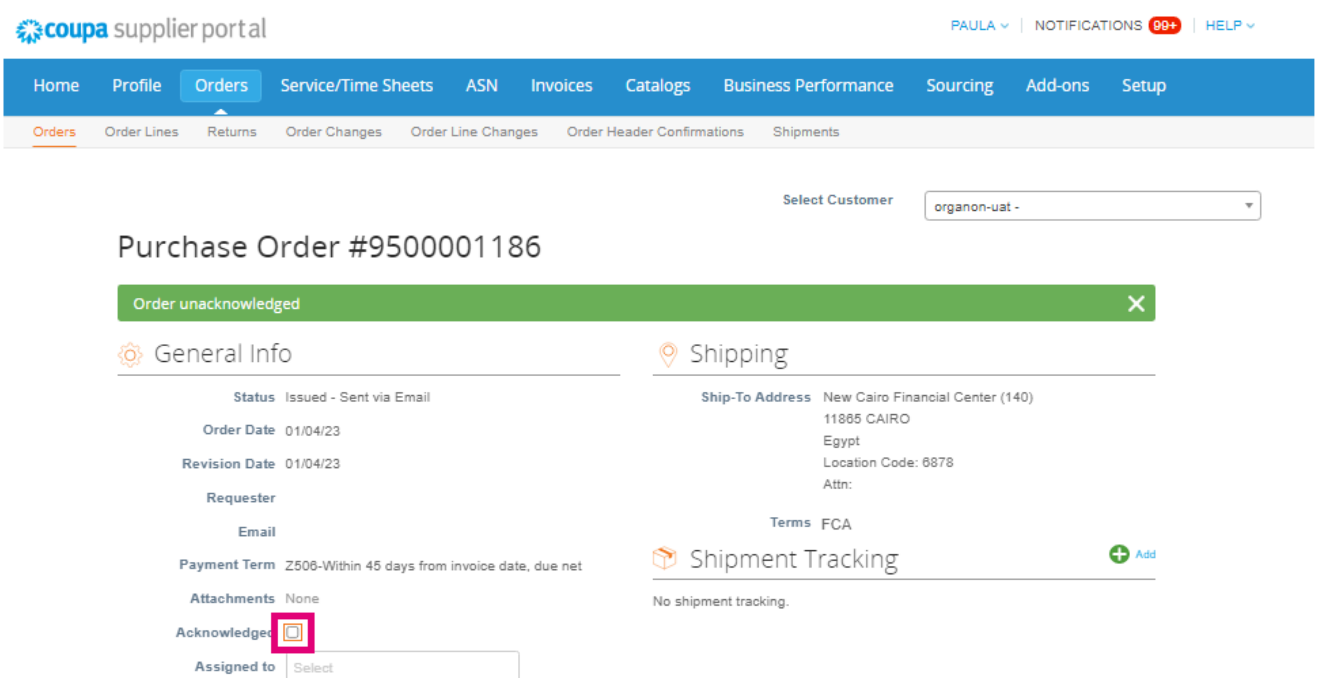


3. Select the **Acknowledge** button in case it is in alignment with the purchase



***Note**: If you need to add additional funds or to inquire about a change order, contact the requestor. Their contact information will be available on the purchase order you received.*